

# MICHIGAN NURSING SCHOLARSHIP

## Section A – Program Summary



<b>Program Title</b>	Michigan Nursing Scholarship (MNS)
<b>Enabling Legislation</b>	Public Act No. 591 of 2002
<b>Purpose</b>	<p>The Michigan Nursing Scholarship (MNS) was established by the State to encourage students into nursing education programs and the nursing profession. The primary criterion for award consideration is enrollment in a Licensed Practical Nurse (LPN), Associate Degree in Nursing (ADN), Bachelor of Science Nursing (BSN), or Masters of Science in Nursing (MSN) program at a participating institution.</p> <p>Nursing program means a program for the training of individuals to become registered nurses or licensed practical nurses, or a master's degree in nursing program operated in this state by an eligible institution approved by the Michigan Board of Nursing.</p>
<b>Funding Source</b>	As appropriated in the Higher Education Appropriations Act
<b>Administrative Office</b>	Office of Scholarships and Grants Student Financial Services Bureau P.O. Box 30462 Lansing, Michigan 48909 Toll-free number 1-888.4.GRANTS (888.447.2687)
<b>Administrative Staff</b>	Mary Siegrist, Analyst 1-888-4-GRANTS, extension 1-2530

# **MICHIGAN NURSING SCHOLARSHIP**

## **Section C – Campus Allocations**

### **Institutional Eligibility**

Degree or certificate-granting public or independent colleges in Michigan approved by the Michigan Department of Career Development.

College must participate in Title IV federal aid programs.

### **Authority Responsibilities**

Allocate funds to colleges based on formula to award scholarships to eligible students.

Disburse funds to colleges.

Promulgate rules, establish policies and interpret both.

Develop scholarship agreement for recipients.

Collect repayment of scholarships if required.

Provide technical assistance to colleges.

Monitor program expenditures.

Publicize the scholarship.

### **College Responsibilities**

Select eligible recipients on behalf of the Authority.

Award funds.

Have “MNS Scholarship Agreement and Master Promissory Note” signed by student and returned to the Authority.

Complete MNS Allocation Application.

Complete summary reports. Report elements include:

- Students served
- Fund expenditures
- Other related data as may be needed for accounting or audit purposes

Return unencumbered funds to the Authority at the end of the fiscal year (by September 30). Return unencumbered funds promptly during the academic year for Authority reassignment to other institutions. Refund checks should be made payable to the

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“State of Michigan.”

Maintain a separate restricted account for funds and transactions pertaining to the program.

Notify the Authority not later than February 1 preceding the fiscal year of funding if the school wishes to change program participation status.

Identify the program on communications to the student.

### College Records Retention

All program records including records of student eligibility, award adjustments, refund calculations, and cumulative scholarships made to each awardee at the college must be held in the financial aid office files and made available for audit purposes upon request.

Retain program records in accordance with Federal Title IV student aid guidelines.

### Distribution Formula - Undergraduate

The college’s allocation for the fiscal year is proportionate to the three-year average (most recent three prior years) of its number of graduated nursing program students as reported on the MNS Allocation Application. Formula:

(Count total for 4-year BSN schools weighted by 1.5 multiplier.)

$$\frac{\text{LPN + ADN+ BSN Three year average of graduates at college}}{\text{LPN, ADN, BSN Graduates at all Participating Colleges}} = \text{College \%}$$

$$\text{College \%} \times \text{Total \# awards available} = \text{\# College Awards} \times \$4,000$$

### Distribution Formula - Graduate

$$\frac{\text{Three year average of MSN graduates at college}}{\text{MSN Graduates at all participating colleges}} = \text{College \%}$$

$$\text{College \%} \times \text{Total \# awards available} = \text{\# College Awards} \times \$4,000$$

The minimum college allocation is \$4,000 or one award.

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## **Section C – Campus Allocations**

All campus allocations will be determined by allocation formula and fund utilization.

Program regulations do not provide for an administrative cost allowance. MNS funds may be used only for MNS awards. Funds are not transferrable to any other financial aid program.

Authority staff will calculate and announce the preliminary allocation schedule as soon as feasible after (1) projected fiscal year budget figures become available, and (2) after the MNS Allocation Application data is available. Final allocation figures will be distributed subsequent to the formal approval of program appropriations.

### **Allocation Adjustments**

Any increase in the initial college allocation will be made based on the availability of funds.

### **Payment Process**

Payments are authorized by the Authority; warrants are issued from the Michigan Department of Treasury.

The college will receive prorated funds within the fiscal year as specified in the annual Higher Education Appropriations Act:

- First quarter (Oct. - Dec.) = 40%
- Second quarter (Jan. - March) = 40%
- Third quarter (April - June) = 10%
- Fourth quarter (July - Sept.) = 10%

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## **Section D – Student Eligibility**

### **Enrollment**

To be eligible, a student must:

Have graduated from high school (or GED).

Be enrolled during the award period:

- In a Licensed Practical Nurse (LPN), Associate Degree of Nursing (ADN), Bachelor of Science of Nursing (BSN), or Masters of Science in Nursing (MSN) program that leads to licensure of the same in the state of Michigan. Student must be enrolled in program-related courses during the award period.
- At least half time as defined by the college

A student with a baccalaureate degree may qualify provided they are now enrolled in a MNS eligible program.

Final enrollment status eligibility is determined at the end of the school's refund period.

An award to a transfer student is dependent upon the student's eligibility and the availability of program funds at the receiving school.

### **Financial Need**

See "Award Computation" section.

### **Required Agreement**

Student agrees to sign and abide by the Michigan Nursing Scholarship program's Scholarship Agreement and Master Promissory Note and the specified employment provisions. Failure to do so will result in repayment of the scholarship funds awarded.

### **Citizenship**

U.S. citizenship or permanent U.S. residence is required. Refugees are not eligible.

Permanent resident status is documented by the recipient's I-551 or I-551C card from the Department of Homeland Security.

### **Loan Default**

An award is prohibited to any student who has defaulted on a loan guaranteed by the Authority, or any Federal Title IV loans unless he/she has made satisfactory arrangements to repay the loan.

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## **Section D – Student Eligibility**

For program eligibility, satisfactory loan repayment requirements are the same as those specified under federal student financial aid program policies. Current or retroactive reinstatement of an award depends on the availability of funds at the college.

### **Satisfactory Academic Progress**

An eligible student must be in compliance with the college's satisfactory academic progress (SAP) standard, and GPA requirements for the applicable nursing program. The college must use a SAP standard at least consistent with the criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.

### **No Felony Conviction**

Student has not been convicted of a felony involving an assault, physical injury, or death.

### **Non-incarceration**

Incarcerated students are not eligible for award consideration. This includes persons assigned full time or part time to correctional facilities, community correction centers, residential homes, half-way houses, or under home detention. Those on electronic monitors are likewise ineligible.

### **Residency**

Michigan residency for the 12 months prior to the beginning of the award period is required.

Basis of residency for a dependent student who does not meet current guidelines for independent status as specified in federal regulations:

1. Student's residence is that of his/her parent(s) or legal guardian.
2. Parent(s) or legal guardian must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
3. Parent(s) or legal guardian must not be considered a resident of any other state.

Basis of residency for an independent student who meets

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current guidelines for independent status as specified in federal regulations:

1. Student must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
2. Student is not considered a resident of any other state.

### **Residency Documentation**

1. Additional documentation not required:
  - Student graduates from a Michigan high school and enters college same year.
  - Student, having been determined to be a resident, maintains college enrollment with never more than a 12-month break at the school of attendance or other Michigan college(s) or university(ies).
2. Additional documentation required if student does not meet conditions in item 1 of “Residency Documentation” section:
  - Free Application for Federal Student Aid (FAFSA) is acceptable documentation of residency if the applicable residency related items consistently show Michigan residency (either initially, or after follow-up on the FAFSA).
  - If applicable residency items in FAFSA are not consistent as above, one of the following documents is needed to establish residency:
    - ✓ Michigan tax return
    - ✓ Federal tax return with Michigan address
    - ✓ Social Services Annual Income Statement
    - ✓ Military/ministry personnel certificate or letter denoting Michigan residency

If FAFSA items “fail” and student cannot provide documentation as notated immediately above, professional judgment is in order. Through dialogue/counseling with the

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## **Section D – Student Eligibility**

student or parent(s), the Financial Aid Officer (FAO) may reference records that support residency including:

- ✓ Voter registration
- ✓ Michigan auto registration
- ✓ Michigan tax statement (with location same as residency address)
- ✓ Michigan driver's license (Note: cannot be sole document)
- ✓ Employment records
- ✓ Utility bills
- ✓ Rent receipts
- ✓ Statements from a third party(ies), such as a community official who has personal knowledge of student's whereabouts for the period in question. (Note: use of statement(s) is reserved for cases where preceding items are not available)
- ✓ Property tax assessment/payment records

Please note the foregoing outline assumes certain "givens," such as:

- a) Continuing FAO attention to residency period (12 months prior to the first month of the award period).
- b) Assuring documentation is properly signed or certified true copies.
- c) Assuring documentation pertains to the residency period in question.
- d) Assuring student is not considered to be a resident in any other state.



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## **Section E – Award Computation**

### **Application Information**

Application process and deadline determined by the college.

### **Award Priority**

Award priority shall be given to students enrolled in nursing program coursework.

Priority may be given to students with need; however, financial need is not a requirement for receiving the scholarship.

### **Financial Need**

No award in combination with other grants or scholarships can exceed the student's cost of attendance.

Educational expenses include the following, when applicable: tuition and fees, and a reasonable allowance for room and board, transportation, books, day care, and related nursing program costs.

Financial need exists when the expected family contribution (EFC) is less than educational expenses as determined through current federal need analysis procedures.

A “buffer” is permissible. This provision allows a college to award a specified amount above a student’s overall calculated financial need if the financial aid officer determines that such an adjustment is appropriate. All such adjustments must be handled on an individual basis following the policy and amount stipulated for Federal Title IV financial aid programs.

### **Award Parameters**

For a full-time enrolled student, \$4,000, or a scholarship in an amount equal to the recipient’s eligible costs minus any other grants or scholarships the recipient receives, whichever is less.

For a three-quarter time enrolled student, \$3,000, or a scholarship amount equal to the recipient’s eligible costs minus any other grants or scholarships the recipient receives, whichever is less.

For a half-time enrolled student, \$2,000, or a scholarship amount equal to the recipient’s eligible costs minus any other grants or scholarships the recipient receives, whichever is less.

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## **Section E – Award Computation**

The award is renewable based on the availability of funds and continued student eligibility.

No student may receive the award for more than four academic years.

### **Disbursement Procedures**

Payment should be credited to the student's account unless the student has already satisfied financial obligations to the college; in such cases, all or part of the award may be paid directly to the student.

Within the parameters of the student's need and enrollment status, division of the total award amount for the academic year may be divided among terms/semesters at the discretion of the financial aid officer.

### **Refunds**

Final eligibility for payment within an enrollment period depends on the student's status at the end of the refund period.

Refunds to the program account shall be made when the student terminates eligibility between terms of the award period.

### **Appeal Process**

The college should have in place a procedure by which students can appeal the decision of the financial aid office regarding program award determination.

### **Repayment of Award**

As specified in the MNS Scholarship Agreement and Master Promissory Note provisions, scholarship recipients who do not meet the licensure and employment requirements of the MNS program must repay all or part of the total program funds received while enrolled. Principal amount to be repaid is directly related to the amount disbursed to the student's account by the institution.